

# **TIME IN PRISON**

**COMMUNITY SAFETY  
OPPORTUNITY FOR CHANGE**



**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS**

## **A MESSAGE FROM THE COMMISSIONER**

The evolution of victims' rights and victim awareness has steadily increased throughout the nation. The New Hampshire Department of Corrections recognizes its appropriate role in taking the initiative to address victims' concerns. This handbook is intended to provide important information for victims and their families to better understand the correctional system within New Hampshire. Victim concerns are a centerpiece of the important work that we do within the New Hampshire Department of Corrections. We continue to seek the advice of victims and survivors to maintain a system that provides protection to the public. This handbook briefly describes the conditions of confinement which inmates face and the efforts of our staff to provide security and programming necessary to operate a safe prison system. Public safety remains the ultimate goal of the Department of Corrections in the State of New Hampshire. Increased public awareness about our agency will lead to better protection of the public.

This handbook may not answer all questions you have regarding the correctional system in New Hampshire. You are urged to call the resources listed at the end of the book and also to access our web site at [www.state.nh.us/doc](http://www.state.nh.us/doc). We welcome your interest in the New Hampshire Department of Corrections as we strive to make communities safer and deal with the concerns of victims in a responsive manner.

Sincerely,

Phil Stanley  
Commissioner

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## **INTRODUCTION**

New Hampshire's successful response to crime is grounded in an understanding that safety for citizens is a fundamental role of government. The New Hampshire Department of Corrections (NHDOC) is a public safety state agency responsible for New Hampshire's prisons and probation-parole services. Together with law enforcement agencies, courts, juvenile justice agencies, victims of crime and communities, the NHDOC plays an integral role in our State's justice system.

The federal and state constitutions guarantee specific rights for individuals who commit crime. The New Hampshire General Court (Legislature), representing all citizens, establishes public policy for the justice system. Our State's justice system balances the rights of crime victims with the offender's rights and safety for all. The Department of Corrections provides public safety consistent with those rights.

Offenders sentenced to prison are punished with loss of liberty. With structure and discipline, offenders learn the consequences of crime. Through prison programs, inmates can learn how crime impacts others and develop skills to contribute as law-abiding, productive members of society. Loss of liberty and opportunities for change combine to help deter current and former inmates from committing new crimes with new victims.

The NHDOC is committed to keeping interested victims and survivors informed with appropriate information about the status of the offender. Many victims of crime, and other citizens, have questions about life "behind the walls." To help answer those questions, this handbook is available to provide information about changes in the life of offenders sentenced to prison in New Hampshire.

Additional information about the New Hampshire Department of Corrections is available on the World Wide Web at [www.state.nh.us/doc](http://www.state.nh.us/doc).

## **MISSION STATEMENT**

It is the mission of the New Hampshire Department of Corrections to protect the public, offer offenders the opportunity for self-improvement, and promote staff development and personal growth in a safe environment.

## **VALUES STATEMENT**

The NH Department of Corrections is committed to fulfilling its mission by upholding the following values:

**INTEGRITY:** We will adhere to the highest ethical standards and accept responsibility for our decisions and actions.

RESPECT: We will treat all employees, offenders and the public with fairness, honesty, consideration and dignity while recognizing individual diversity.

PROFESSIONALISM: We will be firm, fair and consistent in the performance of our duties and responsibilities. As positive role models, we will take pride in maintaining the quality of our services through our performance, appearance and continued education and training. We will instill trust and teamwork by providing support to co-workers and promoting cooperation and open communication.

### **NATIONAL ACCREDITATION**

The American Correctional Association (ACA) establishes national standards for the safe operation of prisons and probation-parole services. With its commitment to quality, the New Hampshire Department of Corrections has received accreditation from the ACA and the Commission on Accreditation for Corrections. This certifies that our facilities and programs meet or exceed the national standards. Every 3 years, the Department enters a re-accreditation process to assure a professional and humane enterprise – with competent management, trained staff, and quality facilities and programs.

***INSERT PHOTO #1 HERE***

### **SAFETY & SECURITY FIRST**

Each day of an offender's time in prison is lived with one essential principle in place. The safety of the public, NHDOC employees, and other prison inmates must be assured at all times. A safe and secure environment is an essential ingredient for successfully controlling the loss of liberty for inmates.

All areas of prison operation address security needs. Prison buildings are designed to separate offenders when appropriate, yet encourage staff interaction with them. Classifying each inmate according to probable risk to the public and to others in the institution provides an objective method for assigning inmate housing and security levels. Movements throughout prison grounds are controlled at all times. Frequent searches and counts of each inmate help minimize unsafe activity. These and other procedures are important elements in assuring safety 24 hours per day, 365 days per year.

A significant requirement for providing safety and security is a well-trained, highly professional team of corrections employees. The uniformed and non-uniformed personnel of the NHDOC are committed to achieving the department's mission with the values of integrity, respect and professionalism. The knowledge and skills of staff are enhanced through intensive pre-service

and in-service training programs with the New Hampshire Police Standards and Training Council. Throughout their career in corrections, our employees are expected to be role models for inmates as they contribute to the safe, secure and humane management of offenders “behind the walls.”

## **KEEPING VICTIMS INFORMED & INVOLVED**

New Hampshire law provides crime victims with important rights throughout the justice system (see “*Crime Victims’ Bill of Rights*”). During the crime investigation, court and corrections phases, Victim-Witness Advocates promote a compassionate approach to participation by victims. Crisis centers throughout the State provide advocacy and support for individuals and families experiencing domestic and sexual violence. In partnership with other agencies, the New Hampshire Department of Corrections is committed to respecting and supporting the rights and needs of crime victims.

The NHDOC strives to keep victims and survivors informed and involved. Before sentencing, our Probation-Parole Officers invite victims to submit crime impact statements. Along with other information, the Court will consider the physical, emotional and financial impact of crime on the victim and family. When requested by victims and ordered by the Court, the NHDOC collects restitution from offenders for victims who experience economic losses from crime.

When offenders are sentenced to prison, crime victims may request notification when an inmate’s status changes, including transfer to another prison or reduced custody status, parole or other release, and escape or death of the inmate. This request may be made through the Victim-Witness Advocate or directly to the Department of Corrections. Additional information and support is available through the NHDOC Victim Services Coordinator at (603) 271-1937 or (603) 271-7351. Personal information provided by victims is confidential and cannot be accessed by the inmate.

Upon request, victims and survivors may provide input to the Adult Parole Board prior to its decision about an inmate’s release. Victims may attend the parole hearing accompanied by an advocate and may choose to talk to Board members with or without the inmate present. Victims may also submit a written statement for the Board to consider regarding the inmate’s release.

Through the New Hampshire Department of Justice, victims of certain violent crimes are entitled to know the results of inmate tests for HIV/AIDS (Acquired Immune Deficiency Syndrome). Requests for this information must be submitted to the Attorney General’s Office of Victim-Witness Assistance.

Victims experiencing intimidation, threats or harassment by inmates will have their concerns addressed promptly by the NHDOC. Such inmates are subject to disciplinary action and criminal prosecution as appropriate. When inmates initiate unwelcome contact, victims are encouraged to inform the NHDOC’s Victim Services Coordinator or the prison’s Warden.

Consistent with its mission and values, the NHDOC continues to strengthen its support for victims and survivors of crime. Through collaboration with victims, advocates, and community organizations, NHDOC programs can empower victims to resolve issues related to crime victimization. Offender accountability can be enhanced by improving offender understanding about the personal impact of crime upon victims and their families. Ongoing development of NHDOC's victim services acknowledges the significant role of crime victims in the success of New Hampshire's justice system.

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### **CRIME VICTIMS' BILL OF RIGHTS**

In New Hampshire, victims of felony crime are entitled to certain rights under the law (NH RSA 21-M: 8-K), including:

1. The right to be treated with fairness and respect for their dignity and privacy throughout the criminal justice process;
2. The right to be informed about the criminal justice process and how it progresses;
3. The right to be free from intimidation and be reasonably protected from the accused throughout the criminal justice process;
4. The right to be notified of all court proceedings;
5. The right to attend trial and all other proceedings the accused has the right to attend;
6. The right to confer with the prosecution and to be consulted about the disposition of the case, including plea bargaining;
7. The right to have inconveniences associated with participation in the criminal justice process minimized;
8. The right to be notified if presence in court is not required;
9. The right to be informed about available resources, financial assistance, and social services;
10. The right to restitution, under RSA 651 or any other applicable state law, or victim's compensation, under RSA 21-M:8-h or any other applicable state law, for their losses;
11. The right to be provided a secure, but not necessarily separate, waiting area during court proceedings;
12. The right to be advised of case progress and final disposition;
13. The right to confidentiality of address, place of employment, and other personal information;
14. The right to prompt return of property when no longer needed as evidence;
15. The right to provide input in the probation presentence report impact statement;
16. The right to appear and make a written or oral victim impact statement at the sentencing of the defendant, or in the case of a plea bargain, prior to any plea agreement;
17. The right to be notified of an appeal, and explanation of the appeal process, the time, place and result of the appeal, and the right to attend the appeal hearing;
18. The right to be notified and attend sentence review hearings and sentence reduction hearings;

19. The right to be notified of any change of status such as prison release, permanent interstate transfer, or escape, and the date of the parole board hearing, when requested by the victim or through the victim advocate;
20. The right to address or submit a written statement for consideration by the parole board on the defendant's release and to be notified of the decision of the board, when requested by the victim or through the victim advocate.

## **SENTENCED TO TIME IN PRISON: WHAT'S NEXT?**

After the sentencing hearing in court, crime victims are encouraged to consult with the Victim-Witness Advocate who was available during the court process. The Advocate can help explain the sentence and provide additional support with the victim or family (see *"Keeping Victims Informed and Involved"*). Victims may also contact the NHDOC Victim Services Coordinator anytime during the offender's sentence, at (603) 271-1937 or 271-7351.

Upon order of the Court, new prisoners are transported by Sheriff deputies to the appropriate prison receiving facility (e.g. State Prison for Men at Concord, or State Prison for Women at Goffstown). After arrival, the inmate is photographed, fingerprinted and given prison clothing and toiletries. All new inmates are placed in a locked cell and are kept isolated, or "quarantined," from other prisoners until approved by prison staff for proper housing assignment.

During approximately 30 days in quarantine custody, inmates are interviewed and tested by a multidisciplinary team of prison staff. Inmates receive an orientation to prison rules and expectations, medical and dental exams, mental health assessment, religious and program orientation, and educational testing. The classification process begins to determine custody and housing assignment. After the diagnostic period is complete, the offender moves to a correctional housing unit with similarly classified inmates.

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## **WHY CLASSIFY?**

Prison staff use an objective method to safely maintain inmates by identifying their security and program needs. The classification process helps determine where inmates are housed and how they can successfully complete the prison sentence. During each year in prison, classification teams meet regularly to review the behavior, work performance and program participation by inmates.

Each inmate is rated according to several factors. These include public risk (security needs), institutional risk (custody needs), medical and health care needs, mental health needs, training and programming needs, education needs, vocational training needs, and work skills. With

safety and security as priorities, risks to the public and the prison environment are always addressed first. Inmates who successfully transition from state prison to the community see their level of custody reduced as the release date approaches.

Based upon classification ratings, the custody levels include:

- ❑ *Maximum Security* (C-5): provides the highest degree of supervision and control. Inmates are locked in their cells approximately 22 hours daily with limited time for exercise within the living quarters.
- ❑ *Close Custody* (C-4): includes extensive lock-down time and little movement within the housing unit. Limited activity beyond work or school hours.
- ❑ *Medium Custody* (C-3): provides moderate lockdown time and greater movement inside the secure prison perimeter. Most inmates in New Hampshire require medium security and make up the prison “general population.”
- ❑ *Minimum Custody* (C-2): includes reduced supervision and control while living and working on prison grounds outside the secure fence.
- ❑ *Work Release* (C-1): allows inmates to reside in a Community Correction Center (halfway house) and maintain gainful employment in the community during the final phase of incarceration. Work release inmates may also be confined at home with electronic monitoring and supervision by a Probation-Parole Officer.

## **CONTROL & DISCIPLINE**

Movement within prison is strictly regulated. All living quarters and program areas include a number of locked doors or gates with access controlled by Correctional Officers. When directed by uniformed or non-uniformed staff, inmates may move under the following circumstances:

- ❑ Scheduled – mass movements to the dining hall, work sites, appointments or special events.
- ❑ Staff Escort – individual movement under constant control of staff.
- ❑ Pass – a written movement pass issued by staff is required for all inmates moving on prison grounds for non-scheduled or unescorted activities. The pass must be presented to staff when the inmate arrives at the approved destination and returns to the point of departure.

To assure accountability for all inmates, census checks are conducted regularly each day. Multiple scheduled and unscheduled counts verify the presence of all inmates at work, school, or other activities under staff supervision.

Unauthorized or altered items jeopardize prison safety. Illegal contraband may be passed to inmates by visitors or otherwise produced by inmates. Searches and inspections occur frequently to maintain safety and ensure compliance with rules against contraband. All inmates are subject to random drug and alcohol screens. Without notice, searches on prison grounds

include visual inspections, pat (clothing) searches, strip searches, body cavity searches and cell searches. Prison visitors and vehicles are also subject to search at any time.

To manage safe and secure facilities, there are many rules which inmates must follow throughout their time in prison. Each inmate is informed of these rules upon admission. In general, prison rules address all areas of prison life related to inmate behavior, property, activities and interaction with others.

Inmates who break the rules are subject to discipline intended to teach accountability. Sanctions can include loss of “good time,” disciplinary (punitive) segregation, extra duty (work) hours, and suspension of privileges, including visitations. Under some circumstances, the inmate may be segregated “pending administrative review.” Although separated from other inmates, all offenders in segregation have access to health care, exercise and limited items and services which do not jeopardize safety.

Inmates are entitled to an impartial hearing about alleged rules infractions. At NHDOC hearings, inmates have an opportunity to rebut the allegations, present evidence and question witnesses. Based upon the facts presented, the hearing officer makes a finding (guilty or not guilty) and may award formal disciplinary sanctions as appropriate.

Disciplinary infractions impact a number of areas of an inmate’s prison life. Sanctions effect classification and custody levels and can extend the length of time an inmate must stay behind the secure perimeter, up to the maximum term ordered by the Court. Remaining discipline free for a specified length of time is a requirement for admission or continuation in certain programs, including each level of reduced custody.

## **PRISON HOUSING**

The buildings where inmates live vary in design and size. National accreditation standards provide reasonable guidelines for safe and secure living quarters in prison. Public and institutional safety and medical needs determine where each inmate is assigned to live. Depending upon custody level and program participation, an inmate may live in a locked cell or in a dormitory style room with other prisoners. A Unit Manager directs all activities in each housing area. Uniformed Correctional Officers provide security and supervision through regular interaction with the inmates. Correctional Counselors within each housing unit provide program direction and classification reviews as inmates progress through their time in prison.

Security or other considerations may require incarcerating inmates at a county House of Correction or in another state’s prison. These inmates must follow all rules and regulations of the other facility. However, decisions about custody levels or release remain with the New Hampshire Department of Corrections and Adult Parole Board.

Each prisoner must wear an identification card and prison clothing at all times. Good personal hygiene is required. Cells and dormitory rooms must be clean and are subject to searches at any time. Wall decorations must not be vulgar, sexually suggestive or promote the use of alcohol or drugs.

Inmates have limited access to telephones. As part of the daily schedule, they may make collect calls to anyone who will accept the toll charges. When in reduced custody “outside the walls,” inmates may request approval for toll calls at their own expense. Any inmate who uses the telephone to threaten, harass or intimidate others (e.g. victims or witnesses) will be disciplined. Through available technology, the NHDOC can “block” specific telephone numbers from being dialed to prevent further incidents. Victims and others who receive unwelcome contact from inmates are encouraged to inform the prison Warden or the NHDOC Victim Services Coordinator at (603) 271-1937 or 271-7351.

Inmates who are not in disciplinary segregation may own one radio and television set (purchased through the prison canteen). Like other privileges, these items may be removed as a means of disciplining inmates for inappropriate behavior.

Inmates are encouraged to solve problems by communicating with staff through proper channels. Discussion with a staff member in the housing unit is the first step to having inmate questions answered or needs met. If the unit staff cannot address it, the inmate is instructed to submit a written request. The appropriate responsible staff member will then respond to the inmate’s issues. When issues are not otherwise resolved, a written grievance may be submitted to the Warden and Commissioner.

## **PRISON LABOR**

Unless medically unable, inmates must work or attend school while in prison. Generally, inmates are required to work morning or afternoon shifts. Each prison is a self-contained facility requiring an infrastructure not unlike any community. Laundry, kitchen, general maintenance, and industries are some of the areas where inmate labor is required.

As time in prison can be an opportunity for offenders to improve themselves before returning to the community, efforts are made to assign jobs based upon inmate skills and job training needs. All jobs are determined by the offender’s security classification, needs of the institution and the inmate. Inmate labor is supervised and evaluated by uniformed or non-uniformed NHDOC staff.

Inmates do not receive “cash” for their work. Each month’s wages are credited to the inmate’s account and are used to purchase essential products or other items from the prison canteen. Inmates are required to buy their own personal hygiene items with their earnings.

Once assigned to a housing unit, base pay for prison work is \$1.50 daily. Inmates who succeed at certain skilled jobs may be eligible for gradual increases, up to \$3.50 daily after 18 months. No inmate is paid for more than one job. Inmates who are disciplined for certain behaviors receive “reduced pay status” (85 cents daily) and are not allowed recreational activities beyond the housing unit.

Every 90 days, the work supervisor evaluates the inmate's attitude, work habits, and performance at the work site. This performance report is considered during future reviews by classification staff, the Parole Board, or the Court.

## **OPPORTUNITY FOR CHANGE**

Keeping the public safe is the chief role of New Hampshire's prisons. Time in prison shows offenders that their actions result in serious consequences. They have lost their freedom, are required to work, and must pay a number of costs associated with incarceration (see "*Is Prison A Free Ride?*"). Keeping prisoners well occupied is an important ingredient for maintaining safe and effective prisons. Leaving prison with productive skills, and lessons learned about the impact of crime, can help deter former inmates from committing new crimes with new victims.

Time in prison can be an opportunity to learn. Education and skills can be improved in school, in vocational training, and in programs that teach inmates they must change their behavior by making responsible choices. These programs are designed to return ex-offenders to the community as law-abiding citizens who accept personal responsibility for their actions.

### **EDUCATION**

When entering prison, most inmates do not have a high school diploma. National research shows that inmates with the least education are the most likely to return to prison. Inmates completing educational programs are much less likely to return.

#### ***High School & GED Preparation***

The NHDOC Corrections Special School District, established in 1999, includes a complete high school diploma program. Inmates may earn credits toward school graduation from our Granite State High School. Our faculty also provides special education services to eligible students. This "Special School District" is state recognized and self-funded, thus relieving local school districts of responsibility for educational services to inmates.

The educational programs operate academic quarters throughout the year. Inmate students may work on basic skills acquisition in reading, writing and mathematics. They may also study and complete the G.E.D. exam, although they are encouraged to complete the diploma program. While programming varies between locations, academic courses are similar to those taught in public schools. Small group formats and independent studies are also available.

#### ***Educational Support & Library Services***

Achievement testing (e.g. math, reading, language use and spelling) is offered to all inmates to assist in determining appropriate program and course placement. Academic guidance, program advisement and resource room academic support are also available. Consistent with state and federal law, special education services are offered for inmates determined eligible for such services prior to incarceration. Inmates not eligible for special education services are offered appropriate academic supports and services to assist them with their studies. Each prison library

supports inmate studies and provides reading materials, interlibrary loan and reference media. Access to legal reference materials is also available.

### ***Post-Secondary Opportunities***

Inmates may request approved correspondence courses from accredited institutions. New England College delivers some post-secondary courses for inmates in Concord. Inmates must pay for all tuition and fees.

New Hampshire Community Technical College (NHCTC) is resident at the prisons in Concord and Laconia. Its educational programs emphasize sustained employability for inmates upon release from prison. The *Capital Branch* of NHCTC in Concord offers vocational post-secondary certificate courses for eligible inmates.

At Lakes Region Facility, *Transformations* is an intensive, demanding program focused upon developing marketable job skills in business or industrial technologies. Extensive class and homework requirements can lead to a certificate and credits toward an Associate's degree from NHCTC. Strict eligibility requirements include commitment to change, high school diploma or equivalency, and appropriate custody status.

## **VOCATIONAL TRAINING AND INDUSTRIES**

The Adult Vocational Training Center provides classroom and on-the-job laboratory training to enhance skills in several employment areas. Certificates are awarded for successful completion, with program length ranging from 1 to 2 years. While the type of vocational training may vary in each prison, the NHDOC offers programs in: business technologies, auto body repair, auto mechanics, building trades, small engine repair, food service management, horticulture, information (data) processing, and technology education. These programs are certified by the NH Department of Education and earn participants credits toward a high school diploma.

Closely integrated with education and vocational training are work opportunities in the prison's Correctional Industries. While improving marketable job skills, inmates provide labor for the prison and goods and services for many public and non-profit organizations in New Hampshire. Sales from the shops of Correctional Industries help pay for staff and inmate costs, as well as the purchase of materials. Profits are returned to the general fund of the State of New Hampshire. The following Correctional Industries shops produce and sell goods and services:

- Plate Shop*** – motor vehicle license plates;
- Farm*** – vegetables, cordwood;
- Sign Shop*** – traffic & custom signs;
- Tailor Shop*** – clothing & linen repair;
- Print Shop*** – complete printing services;
- Furniture Shop*** – office furniture & cabinets;
- Wood Shop*** – custom-made products;
- Light Bulb Assembly*** – manufacturing;
- Data-Processing Shop*** – data bases, key punching, billing and inventory services;

*Computers* – hardware repair, web-site development;

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## **TREATMENT PROGRAMS**

Through the classification process, prison staff assess each offender's treatment needs. To successfully progress in prison, the inmate must actively participate in treatment as required by the Court or prison. A number of enrichment programs are also available to help address identified needs. The offender's classification level can effect eligibility for certain programs. All programs provide opportunities for offenders to learn how to change behavior.

### ***ALCOHOL & DRUG ABUSE***

National research shows most offenders have a history of alcohol or other drug abuse. Time in prison is an opportunity for inmates to receive information about the many impacts of addiction. They can learn skills needed to make appropriate choices upon release.

#### ***Summit House***

Available to inmates within 2 years of their minimum release date, this is an intensive voluntary drug and alcohol treatment program. Successful completion takes 12 – 15 months subject to the inmate's level of compliance with the discipline and understanding the clinical message. The phases of Summit House include:

- ❑ First Step: A self-motivated program with strict regimentation, physical fitness and discipline. Provides education about substance abuse, problem-solving, individual responsibility and civic responsibility. Personal telephone calls or visits are not allowed during this 60 day period.
- ❑ Phase I: Through individual counseling, group sessions, workshops and 12-step programs, inmates learn to develop alcohol and drug abuse recovery skills and continue the transition to self-sufficiency. This is an intensive 6-month clinical phase of treatment.
- ❑ Phase II: During minimum custody status, the importance of work and self-discipline are emphasized. Planning for aftercare upon leaving prison is also addressed. Inmates live on prison grounds but outside the secure fence.
- ❑ Phase III: Living and working in a community setting is critical to successfully complete Summit House. Inmates reside on work release status at a Community Corrections Center or at home with electronic monitoring. They must maintain gainful employment and participate in community-based substance abuse programs.

- ❑ Aftercare: As a condition of release, parolees may be required to participate in Summit House group sessions to reinforce the lessons learned in treatment.

### ***Other Substance Abuse Programs***

Several programs are available throughout the year to help inmates learn the consequences of addiction and to develop skills for recovery. Alcoholics Anonymous, Alcoholics Victorious and Narcotics Anonymous meet frequently. Classroom programs, television courses and relapse prevention groups are also available.

### ***SEXUAL OFFENDERS***

Most inmates imprisoned for sexual offenses are expected to complete the NHDOC's Sexual Offender Program (SOP). The program is intended to promote public safety by teaching inmates to control offending behaviors, develop victim empathy and establish relapse prevention skills.

Inmates undergo a clinical interview by sexual offender program staff. They must accept responsibility for the sexual offense and be committed to changing their deviant behavior. Treatment usually begins 2 years before the earliest parole date, and continues for 12 – 16 months. Contact with victims and visitation with minors is prohibited while in the program unless authorized by the treatment team. In some situations, family reunification or victim-offender dialogue may be appropriate at the request of the victim and the victim's therapist. Victim safety and well being are critical considerations in planning such contact.

There are several sexual offender programs. When inmates meet admission criteria, they are placed on a waiting list or admitted into the appropriate treatment program (2 at Concord, 1 at Berlin), consistent with their needs.

The Intensive SOP at Concord uses a highly structured therapeutic community emphasizing personal responsibility. Inmates must participate during group sessions for 10 – 15 hours each week. Peer pressure and support are effective tools used to develop insight and behavioral change. Inmates develop new social skills and learn about their own offending cycles. They must demonstrate awareness of high-risk areas and intervention strategies. Self help groups and therapeutic community meetings reinforce social skills, sexual addiction issues and healthy adult interactions.

The Enhanced Relapse Prevention Program at Concord includes two trained peer facilitators who have completed the Intensive SOP. They work closely with the professional staff in facilitating group sessions. This program teaches inmates about awareness of offending cycles, the impact of the crime upon their victims, and methods for developing adaptive coping responses to prevent relapse (repeated sexual aggression).

The SOP at Northern NH Correctional Facility includes 60 inmates in a highly structured therapeutic community. Peer facilitators assist professional staff in enhancing relapse prevention skills and social functioning.

Inmates who succeed in sexual offender treatment recognize they are always capable of re-offending. They must minimize the risk of relapse by using the tools learned and continuing to participate in sexual offender treatment upon release to the community.

### ***PERSONAL IMPROVEMENT***

Inmates are in prison for many reasons. Lost liberty is one consequence of their crime. Improving their ability to control behavior and their emotional reactions to various situations can increase the likelihood of success upon returning to the community. Several prison programs are available to teach effective ways to deal with difficult situations. Through personal enrichment, inmates are encouraged to change their behavior during their time in prison.

Enrichment programs vary in scope and availability. Opportunities are available for learning skills in anger management, problem-solving, marital relations, life skills, and alternatives to violence. Gender-specific programming provides additional support for women who experience domestic violence and other issues of concern.

### ***VOLUNTEER PROGRAMS***

Volunteers have an important role in corrections. Within our agency, volunteers provide valuable services at each facility and district, by assisting inmates, probationers and parolees in self-development and by modeling community values. During incarceration, volunteer programs improve inmates' opportunities for self-improvement by providing:

- |                           |                                |
|---------------------------|--------------------------------|
| Substance abuse education | Marriage and family enrichment |
| Spiritual growth          | Health education               |
| Literacy                  | Language interpreters          |
| Recreation                | Fitness                        |
| Victim awareness          |                                |

With reasonable opportunities for all recognized faith groups, volunteers reinforce mainstream societal values. Our volunteer program encourages citizen participation, as well as inmate and staff volunteerism opportunities. We support inmate participation in community service for pre-employment skill building, decreased inmate idleness, and fostering good community relations.

The needs of men and women confined to prison change substantially when they move to community corrections facilities and are subsequently released on parole. They face many issues, including reintegration with the community, employment, renewal of family and social ties, and the stigma of being an ex-offender. By enhancing the individual's support network, volunteers provide a valuable service during the inmate's return to the community, including assistance with:

- |                     |  |
|---------------------|--|
| Locating housing    | Pre-employment counseling and training |
| Life skills classes | Employment placement                   |

Financial management	Family and social relationships
Victim awareness	Leisure activities
First Aid, CPR	Health, nutrition education
Community service projects	Substance abuse relapse prevention

### ***RELIGIOUS SERVICES***

Freedom of religion is a constitutional guarantee. Without compromising prison security, an inmate may choose many avenues for practicing religion. Regular worship, group or personal study, and pastoral counseling with the NHDOC chaplains are offered throughout the inmate's time in prison. Dietary restrictions consistent with documented religious beliefs are reasonably accommodated.

Weekly worship services are available in the prison chapel for the following faiths: Roman Catholic, Protestant, Muslim, Jehovah's Witness, and Native American Sacred Circle. In addition, several Bible and Gospel study groups meet regularly.

Prison ministries play an important role in the spiritual growth of many inmates. Lay volunteers and ordained clergy represent many New Hampshire churches and community organizations in prison programming. They promote important changes in each individual's life, by helping inmates explore spirituality and personal responsibility.

Many privately funded groups, including Justice Fellowship, Kairos and Promise Keepers, provide non-denominational support to interested inmates and their families. Upon release, religious volunteers and clergy often serve as mentors or role models for ex-offenders during their adjustment from prison to community living.

### **HEALTH SERVICES**

#### ***MEDICAL***

Access to health care is assured for all inmates in New Hampshire prisons. Outpatient and inpatient care are available. Medical costs are borne by the inmates, their health insurance and public funding sources. Prison health services include physician, nursing, dental, psychiatric, pharmacy, x-ray, laboratory, dietician, physical therapy, optometry and medical records. If pregnant upon arriving at prison, inmates receive prenatal care and postpartum care in accordance with accepted medical protocols.

Inmates are tested for tuberculosis and HIV/AIDS during quarantine status upon admission to the prison. For their own protection, victims of certain crimes may request the results of HIV tests through the NH Department of Justice Office of Victim-Witness Assistance (see *Directory*).

In addition to the initial health examination, health services staff is available for daily sick call, scheduled appointments, and acute intervention as needed. When medical conditions warrant

close observation or treatment away from the housing facility, inmates may be temporarily admitted to the prison infirmary.

In situations requiring acute hospitalization or specialized medical services, inmates may be transported for care at a community hospital or other medical provider. These inmates remain in the custody of an armed Correctional Officer at all times.

All inmates are regularly subject to random breathalyzer and urinalysis testing for alcohol and drug use. The NHDOC's nationally acclaimed Drug Testing Laboratory also provides laboratory services for other New Hampshire justice agencies.

### ***MENTAL HEALTH***

NHDOC psychologists, social workers and counselors work closely with psychiatrists to address the mental health needs of inmates. A mental health assessment of all inmates helps classify them upon entering prison. Psychological testing, group and individual counseling and crisis intervention are available. Suicide prevention, intervention and follow-up are also important in maintaining prison safety.

Access to mental health counselors is available for all inmates wishing to address emotional concerns. A time-limited series of counseling sessions can help inmates focus on specific measurable goals for change.

For inmates diagnosed as Chronically Mentally Ill, more intensive services are available. In association with medical staff, extensive diagnostic and treatment planning, medication management, and discharge planning are provided. Attention is given to arranging aftercare support at community mental health agencies upon release from prison.

### ***SECURE PSYCHIATRIC***

The NHDOC's Secure Psychiatric Unit (SPU) is a self-contained program which provides psychiatric assessment and treatment for patients and inmates whose mental health needs require intensive control and supervision. Admission to the SPU occurs by court order or by authorized transfers from the prison, county jails or mental health hospitals. Through a multidisciplinary team, patients receive time-limited therapeutic services intended to enhance psychosocial functioning and skills while maintaining public safety.

Defendants may enter the SPU for evaluation to determine whether they are competent to stand trial (i.e. able to rationally understand legal proceedings). If deemed incompetent by the Court, the person may be committed to the SPU or other mental health facility. Defendants found not guilty by reason of insanity and violent individuals who are severely developmentally disabled may also be committed to the SPU. County and State inmates who meet criteria for involuntary admission may be transferred to the SPU for psychiatric problems requiring hospitalization.

## OTHER SERVICES AND PRIVILEGES

A number of other services are available to provide for daily living requirements. These are accessible by inmates regardless of disciplinary status. However, some privileges may be restricted or suspended when inmates are disciplined for violating prison rules.

**Attorney Visits:** Allowed without restriction (with 24 hours notice in some circumstances).

**Canteen:** Essential products may be purchased during scheduled times; includes hygiene products, paper, pens and postage stamps. Non-essential items (e.g. snack food, television, radio) may be restricted or suspended for disciplinary reasons.

**Inmate Accounts:** Monthly wages and money sent to inmates by family or friends are deposited and disbursed via each inmate's account. Funds are deducted for inmate purchases from the prison canteen. Checks are disbursed monthly for pre-authorized purposes, including supporting family members, repaying restitution and other debts incurred before imprisonment, approved mail order purchases, official fees, and repair costs for authorized personal or state property. Inmates with savings accounts in any bank may be required to conduct transactions through the Inmate Accounts Office.

**Inmates' Attorney:** The NHDOC's prison staff includes an attorney available to assist and advise inmates with civil matters. The attorney is not a defense lawyer and is not involved in criminal matters.

**Laundry:** Prison uniforms and bedding are washed on specific days each week.

**Legal Mail:** Privileged correspondence, opened by NHDOC staff only in the presence of the inmate to ensure against contraband. The contents are confidential and may not be read by prison staff. This includes correspondence with the U.S. President, U.S. Vice President, U.S. Attorney General, members of Congress, federal or state courts, Governor, Executive Councilors, NH Attorney General, Commissioner of NHDOC, members of the Adult Parole Board, or attorneys.

**Library:** A law library includes legal materials (e.g. federal and state laws, court decisions) for reference only. The recreational library includes a variety of fiction and non-fiction reading and reference materials. Access is limited to assigned schedules and may be suspended for discipline reasons. Inmates in maximum custody status can access reading materials by written request.

**Mail:** Non-privileged mail is opened in the prison mailroom and checked for contraband. It may be read for security purposes. Outgoing mail must have correct postage paid by the inmate. Packages are only accepted from approved distributors or publishers and must be prepaid. Family and friends may not send packages to inmates. Using mail to compromise security or threaten victims or others results in disciplinary or criminal action.

**Marriage:** Inmates and prospective spouses must attend premarital counseling with the Chaplain or designee. Approval by the Warden is required and may be denied if both are inmates or if visitations are prohibited.

**Meals:** Provided in dining hall at assigned times (3 per day). Special diets for health or religious reasons may be requested. Meals may be provided inside the prison cell under some circumstances.

**Recreation:** Available to help manage and guide productive and responsible use of leisure time. Recreation opportunities are earned as inmates successfully progress through prison. During assigned times, inmates may participate in seasonal sports (in the gymnasium or prison yard), hobbycraft (woodworking), TV and radio rentals, and weight room. These activities must be requested in advance and may be suspended at any time. Recreation is funded through inmate paid telephone commissions and canteen profits.

**Telephones:** Available in all housing units. Only “collect” calls by inmates are permitted. Incoming calls are not possible. Abuse of telephone privileges, including harassment or threats to victims or survivors, results in disciplinary action or criminal action if applicable. Victims are encouraged to notify the Warden or Victim Services Coordinator if such contact is made (see *Directory*).

**Visitation:** After the initial quarantine period, visiting privileges are permitted (at least twice weekly) unless suspended for disciplinary reasons. Visitation schedules are established based upon inmate classification level and housing assignment. For sexual offenders, visitation with the victim (e.g. family member) is restricted until treatment is complete.

Inmates must request pre-approval of all visitors. Criminal record checks are conducted prior to approval. Persons with whom the Court has ordered no contact may not visit inmates. Children are permitted to visit only if related to the inmate and accompanied by parent, guardian or other approved adult.

Security is enforced to promote safety. To prohibit entry of contraband in the Visiting Room, all visitors are subject to search. Correctional Officers closely monitor visits and visitors may be expelled for not complying with visiting room rules. Approved home crisis visits, under close supervision by an armed Correctional Officer, may be approved for inmates to visit with family in the event of a death or life-threatening illness of an immediate family member.

## **IS PRISON A FREE RIDE?**

The impact of crime is costly. Victims, families and communities experience the physical, emotional and economic effects of criminal behavior. When sentenced to prison, inmates pay through lost freedom and intensive structure and supervision.

To promote accountability and personal responsibility, offenders also are liable for a number of costs associated with their time in prison. These costs are regularly reviewed by the NHDOC. Inmates may request deduction from their account for voluntary purchases. Through disciplinary action, up to one-half of their monthly earnings may be applied toward other costs.

Subject to specific guidelines, inmates pay for the following services and privileges:

- ❑ Canteen: all items purchased (e.g. toiletries, snack food, etc.)
- ❑ Copier: established price per page
- ❑ Cost of care: reimburse State for board and care when on work release or when otherwise ordered by court
- ❑ Hobbycraft: cost of woodworking, arts and crafts supplies
- ❑ Medical & dental care: \$3.00 per visit (excluding emergencies); \$5.00 per missed visits
- ❑ Postage
- ❑ Restitution: reimbursement for lost/damaged prison property, medical expenses for injuries to self or others while in prison; court-ordered restitution to victims is also collected from offenders during work release, parole, or probation
- ❑ School: tuition and text books beyond high school level
- ❑ Supervision fees: for administrative home confinement, work release, electronic monitoring, parole and probation
- ❑ TV/Radio: purchase or rent

***INSERT PHOTO #4 HERE***

## **HOW LONG BEHIND THE WALL?**

### ***MINIMUM AND MAXIMUM TIME***

Victims, survivors and others often want to know how long an offender will be locked in prison. Factors used in determining length of time “behind the walls” include the law, the court-ordered sentence and the business of managing prisoners consistent with the NHDOC mission. Under current New Hampshire law, offenders are not eligible for parole until they serve the minimum prison sentence ordered by the Court. Inmates are also sentenced to serve an additional 150 (disciplinary) days for every year in prison. Good behavior in prison can reduce the disciplinary time to no less than the minimum term ordered by the Court.

Length of incarceration for prisoners sentenced prior to 1982 is calculated according to the sentencing statutes in effect at that time.

Upon an inmate’s arrival, the Offender Records office reviews the court order(s) and calculates the minimum and maximum length of incarceration consistent with the law. Any time spent incarcerated prior to the sentencing date is usually credited toward the maximum and minimum terms of the prison sentence. When ordered by the Court, the inmate may serve multiple sentences concurrently (at the same time) or consecutively (one after another). Inmates sentenced to consecutive prison terms remain incarcerated until the final sentence is served.

An inmate who is frequently disciplined or refuses to participate in prison programming may not be paroled at the minimum release date. Therefore, the minimum length of time to be served in prison can change throughout an inmate's stay. The longest period of time an inmate can be incarcerated is determined by the maximum term ordered by the Court. Inmates who serve the maximum time are released from NHDOC jurisdiction on the last day.

### ***SENTENCE REDUCTION***

Within 30 days of sentencing, most inmates may request review of the sentence by the Sentence Review Division of the Superior Court. A panel of judges may order a different appropriate sentence, including less time or more time in prison as permitted by law.

In addition, state law allows the prison term to be suspended by the sentencing court under the following circumstances:

- ❑ After a specific period of time in prison (e.g. the greater of 4 years or two-thirds of the sentence), an inmate may petition the Court to suspend the balance of the sentence, subject to conditions imposed by the Court.
- ❑ The NHDOC Commissioner may petition for suspension at any time if the inmate is found to be suitable for suspension of sentence. Inmates who are high security threats or have not met NHDOC requirements are considered not suitable.
- ❑ The Attorney General may petition for suspension at any time in recognition of substantial assistance by the inmate in investigation or prosecution of a serious felony offense.
- ❑ The sentencing court may suspend the prison term at the time of sentencing.

Prior to all sentence reviews or reduction hearings, victims of violent crimes are entitled to receive notice and to attend the court hearings. Whenever suspending a prison sentence, the Court may order specific conditions upon the inmate's release. The offender may be imprisoned any time those conditions are violated.

### ***REDUCED CUSTODY***

Unless sentenced to life in prison without possibility of parole, inmates eventually leave prison. Consistent with community safety, the NHDOC is committed to encouraging offenders to contribute as productive members of society. Planning an inmate's return to the community requires evaluating behavior in prison, risk of a new crime, and reasonable opportunities for self-improvement. Gradually reducing custody levels allows offenders to experience increased freedom and responsibility while still under prison authority. Inmates may progress to housing "outside the walls." The Commissioner of Corrections may release an inmate for purposes of gainful employment, for uncompensated public service or other rehabilitative purposes, with Court approval if the inmate has not reached the minimum parole date.

The NHDOC is committed to keeping crime victims informed about changes in offender status throughout the time in prison. Upon written request, the Department provides written notice to victims and survivors whenever the responsible offender is considered for reduced custody status.

There are many requirements which must be met before an inmate obtains reduced custody status. With certain restrictions, inmates must be favorably classified regarding public and institutional risk, and actively participate in required programs and treatment. Reduced custody must be earned and may begin 24 months before the minimum parole date.

The following reduced custody levels are integral steps in the progression of an offender from the strict confines of the prison toward successful integration with the community:

- ❑ **Minimum Security** - Housing is available on prison property outside the secure perimeter. These inmates typically work at prison facilities or on outside work crews. It allows the inmate increased responsibility while continuing an appropriate and necessary level of security.
- ❑ **Work Release** - The offender works in the community and resides at a Community Corrections Center (halfway house). This is an opportunity for the inmate to obtain gainful employment and to become more integrated with the community. Some inmates are housed in a county house of correction while working in the community. Work release prior to an inmate's minimum parole date cannot occur if the sentencing court objects.
- ❑ **Administrative Home Confinement** - Permits an individual to work in the community, while residing at home. A Probation-Parole Officer closely monitors the offender's activities and, with the aid of an electronic bracelet, the offender's time outside the home is restricted to specified hours each day.

Successful progress through these reduced custody levels is an important consideration in decisions effecting an inmate's parole. Inmates who are not successful at reduced custody are returned "behind the walls" for an appropriate length of time, up to the maximum term.

## ***PAROLE***

The Adult Parole Board is responsible for paroling inmates. Parole is a conditional release from state prison allowing an inmate to serve the remainder of the sentence outside the prison. To be eligible, inmates must complete the minimum sentence ordered by the Court and must show increasingly responsible behavior in prison. Some low-risk, non-violent inmates may be considered for parole prior to the minimum sentence when they have successfully completed required programs, the Court does not object, and the NHDOC Commissioner determines the individual is suitable for early parole.

Upon written request, victims of crime are invited to provide input to the Board prior to its decision. After a hearing, the Board may release inmates when it determines there is a reasonable probability that offenders will remain at liberty without violating the law and will

conduct themselves as good citizens. All persons released on parole remain in the legal custody of the Board.

The Board establishes specific conditions for the offender to remain on parole, including no contact with victims when appropriate. A Probation-Parole Officer enforces the conditions. Failure to follow those rules can result in the offender's return to prison or other imposition of alternative punishments. Unless discharged early by the Board, an inmate's parole continues through the maximum prison term ordered by the Court.

### ***PARDON***

New Hampshire law authorizes offenders to petition the Governor to pardon the sentence originally imposed by the Court. With advice of the Executive Council, the Governor may grant a pardon subject to conditions the Governor considers proper. Offenders so pardoned must violate no law during the remaining term of the sentence.

When an inmate petitions for pardon, the NH Attorney General requests a report and recommendation from the Department of Corrections. A Probation-Parole Officer conducts an investigation describing the offender's level of compliance with the Court's sentencing requirements and reports any subsequent offenses. Although pardon requests are rare, victim and community safety issues remain important considerations in the NHDOC's recommendations for or against a pardon.

### **CONCLUDING COMMENT**

When offenders are sentenced to time in prison, the New Hampshire Department of Corrections provides community safety for citizens and opportunities for inmates to achieve self-improvement. This handbook offers a comprehensive overview of the role of prisons in New Hampshire's justice system. Each facility is different and institutional changes do occur. Consistent with safety and security needs, the NHDOC is committed to keeping the public informed about our work. Our employees are available to answer your questions and address your concerns at any time.

## **NEW HAMPSHIRE'S PRISONS**

The following NHDOC prison facilities are responsible for offenders sentenced to serve more than one year in prison:

### ***NH STATE PRISON FOR MEN***

PO Box 14  
281 North State Street  
Concord, NH 03302-0014  
(603) 271-1801

Inmate Classifications: C5 (Maximum), C4 (Close Custody), C3 (Medium), C2 (Minimum), C1 (Work Release or AHC)

### ***NH STATE PRISON FOR WOMEN***

317 Mast Road  
Goffstown, NH 03045  
(603) 668-6137

Inmate Classifications: C4 (Close Custody), C3 (Medium), C2 (Minimum), C1 (Work Release or AHC); also includes pre-trial and sentences inmates for several county and federal corrections agencies.

### ***LAKES REGION FACILITY***

1 Right Way Path  
Laconia, NH 03246  
(603) 528-9203

Inmate Classifications: C3 (Medium), C2 (Minimum), C1 (Work Release or AHC)

### ***NORTHERN NH CORRECTIONAL FACILITY***

138 East Milan Road  
Berlin, NH 03570  
(603) 752-2906

Inmate Classifications: C3 (Medium), C2 (Minimum)

## COMMUNITY CORRECTIONS CENTERS

### ***North End House***

PO Box 14  
281 North State Street  
Concord, NH 03302-0014  
(603) 271-1878

### ***Shea Farm***

RFD 9, 60 Ironworks Road  
Concord, NH 03301  
(603) 271-2278

### ***Calumet House***

126 Lowell St  
Manchester, NH 03104  
(603) 627-4193

***Inmate Classifications.*** C1 (Work Release); may include some probationers and parolees as a deterrent to incarceration.

Two additional halfway houses (community corrections centers) are planned. These facilities and their programs will further enhance the NHDOC's ability to meet the public safety needs of New Hampshire's citizens.

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## **NH DEPARTMENT OF CORRECTIONS**

Office of the Commissioner	(603) 271-5601
Administration	(603) 271-5610
Community Corrections	(603) 271-0423
Field Services (probation-parole)	(603) 271-5652
Lakes Region Facility	(603) 528-9203
NH State Prison for Men	(603) 271-1801
NH State Prison for Women	(603) 668-6137
Northern NH Correctional Facility	(603) 752-2906
Offender Records	(603) 271-1823
Parole Board	(603) 271-2569
Victim Services	(603) 271-1937, 271-7351
District Offices	
Berlin	(603) 752-0429
Brentwood	(603) 679-5528
Claremont	(603) 542-2470
Concord	(603) 271-2268
Dover	(603) 742-6621
Keene	(603) 352-4139
Laconia	(603) 528-9240
Manchester	(603) 668-0432
Nashua	(603) 886-3444
North Haverhill	(603) 787-6900
Ossipee	(603) 539-4137

## VICTIM-WITNESS ASSISTANCE in NEW HAMPSHIRE

<b>Belknap County Attorney</b>	527-5440
<b>Carroll County Attorney</b>	539-7476
<b>Cheshire County Attorney</b>	352-0056
<b>Coos County Attorney</b>	788-3812
<b>Grafton County Attorney</b>	787-6968
<b>Hillsborough County Attorney</b>	
<i>North (Manchester)</i>	627-5605
<i>District Court</i>	628-6379
<i>South (Nashua)</i>	594-3256
<b>Merrimack County Attorney</b>	228-0529
<b>Rockingham County Attorney</b>	642-4249
<b>Strafford County Attorney</b>	749-4215
<b>Sullivan County Attorney</b>	863-8345
<b>NH Department of Corrections</b>	
<i>Victim Services</i>	271-1937 271-7351
<b>NH Department of Justice</b>	271-3671
<b>NH Department of Safety</b>	271-2663
<b>NH Victims Assistance Commission</b>	271-1284 1-800-300-4500
<b>NH Coalition Against Domestic and Sexual Violence</b>	224-8893
<b>New Hampshire Helpline</b>	225-9000 1-800-852-3388
<b>United States Attorney</b>	225-1552
<b>Victims, Inc.</b>	335-7777

**CRISIS CENTERS in NEW HAMPSHIRE**

**RESPONSE to Sexual and Domestic Violence**

Berlin 752-5679  
Colebrook 237-8746  
Lancaster 788-2562

**New Beginnings: A Women's Crisis Ctr.**

Laconia 528-6511

**Women's Information Service (WISE)**

Lebanon 448-5525, 448-5922

**Women's Supportive Services**

Claremont 543-0155  
Newport 863-4053

**The Support Center Against Domestic Violence and Sexual Assault**

Littleton 444-0624  
Woodsville 747-2441

**Rape and Domestic Violence Crisis Center**

Concord 225-7376

**YWCA Crisis Service**

Manchester 668-2299, 625-5785  
Derry 432-2687

**Starting Point**

Conway 356-7993  
Ossipee 539-5506

**Rape and Assault Support Services**

Nashua 883-3044, 889-0858  
Milford 672-9833

**Sexual Assault Support Services**

Portsmouth 436-4107  
Rochester 332-0775

**Task Force Against Domestic and Sexual Violence**

Plymouth 536-1659, 536-3423

**Women's Crisis Service of the Monadnock Region**

Keene 352-3782, 352-3844  
Jaffrey 532-6800

**A Safe Place**

Portsmouth 436-7924  
Rochester 330-0214  
Salem 890-6392

**Sexual Harassment and Rape Prevention Program (SHARPP)**

Durham 862-3494

## GLOSSARY

**Accreditation** – certification that a correctional agency complies with a comprehensive set of national standards, as determined by the American Correctional Association and the Commission on Accreditation for Corrections.

**Adult Education Center** – programs of instruction, training and educational activity to promote positive change and personal growth.

**Adult Vocational Training Center** – programs providing on-the-job training to enhance skills in several employment areas.

**Administrative Home Confinement** – a level of reduced custody which allows inmates to live and work in the community with electronic monitoring and supervision by a Probation-Parole Officer.

**Adult Parole Board** - responsible for paroling inmates from prison and legal custody of persons on parole; members are appointed by the Governor, with Executive Council consent.

**Classification** – an objective method for determining inmate security and program needs.

**Community Correction Center** – halfway houses where inmates and some probationers/parolees reside while gainfully employed in the community; includes programs designed to enhance the likelihood of successful return to the community.

**Concurrent Sentence** – a sentence being served by an offender at the same time as another sentence, as ordered by the Court.

**Consecutive Sentence** – a sentence which is served by an offender after completing another sentence, as ordered by the Court.

**Correctional Industries** – inmate labor providing goods and services for prison operations and for public and non-profit organizations.

**Contraband** – unauthorized articles or authorized articles which are altered or excessive.

**Custody Level** – degree of security required to promote public and institutional safety.

**Due Process** – a constitutional right; includes written notice of alleged violations, personal appearance at any hearing, presenting and cross-examining witnesses and evidence, a hearing and written decision by an impartial person.

**Electronic Monitoring** – enhances supervision of offenders by the probation-parole officer to enforce home confinement; a tamper-proof electronic bracelet is worn by the offender to verify presence in the home at required times; the offender must pay for use of this device.

**Gate Money** – an inmate without sufficient funds may be released with up to \$100 as financial assistance in transitioning to the community.

**Grievance** – an appeal to the Warden or Commissioner regarding a decision or action of staff.

**Inmate** - any adult committed by law to the custody of the Commissioner of the Department of Corrections.

**Interstate Compact** – agreement between states and other jurisdictions which permits corrections agencies to send and receive offenders between jurisdictions.

**Lakes Region Facility** – a prison for medium and minimum custody inmates located at Laconia, NH.

**Liberty** – freedom

**Northern NH Correctional Facility** - a prison for medium and minimum custody inmates located at Berlin, NH.

**Offender** – any adult person, or juvenile certified as an adult, convicted of a crime or offense under the laws of this State.

**Parole** – conditional release from state prison which allows a prisoner to serve the remainder of the sentence outside the prison, contingent upon compliance with terms and conditions established by the parole board.

**Pending Administrative Review (PAR)** – a temporary administrative action by prison staff (e.g. inmate segregation) when an inmate presents danger to self, others or institutional safety; until release from this status is warranted, PAR inmates are reviewed weekly by the classification board.

**Privileged correspondence** – confidential documents may not be read by prison staff; includes mail to and from attorneys and specified public officials; this mail is opened by NHDOC staff only in the presence of the inmate to ensure against contraband.

**Probation** – sentence ordered by the Court allowing an offender to remain in the community with supervision and guidance of a Probation-Parole Officer, under such conditions as the Court may impose.

**Punitive segregation** – punishment imposed for a specific infraction of prison rules; occurs after a formal disciplinary hearing and may not exceed 15 consecutive days; health care and limited privileges are available during this period.

**Quarantine** – a time of segregation for new prisoners to allow medical, mental health and other assessments to be completed prior to housing with other inmates.

**Reception & Diagnostic Unit** – location in prison where new inmates are admitted, processed, assessed and housed while awaiting initial classification and housing assignment.

**Reduced Custody** – housing and programming occur outside prison walls; includes minimum security, work release, and administrative home confinement; limited to inmates not requiring higher levels of security.

**Reduced Pay Status** – following disciplinary hearing for infractions related to work/training assignment, inmates pay for prison labor may be reduced for a period of time.

**Restitution** – money or service provided by the offender to compensate a victim for economic loss, or to compensate any collateral source subrogated to the rights of the victim.

**Secure Psychiatric Unit** – provides assessment and treatment for patients and inmates with mental health needs requiring intensive supervision and control.

**State Prison for Men** – a prison for maximum, close, medium and minimum custody inmates located at Concord, NH.

**State Prison for Women** – a prison for close, medium and minimum custody inmates located at Goffstown, NH; includes pre-trial and sentenced county and federal inmates.

**Summit House** – intensive alcohol and drug abuse treatment program for appropriate inmates in NHDOC prisons.

**Suspended** – a sentence ordered by a court may remain inactive, (i.e. not imposed) subject to conditions established by the court; it may be imposed by the court at any time during the term of the sentence.

**Transformations** – a college-corrections partnership offering an intensive business and industrial skills program through New Hampshire Community Technical College.

**Victim-Witness Advocate** – provides information & support services to crime victims, survivors or witnesses during the investigation, prosecution, sentencing and corrections phases of the justice system.

**Warden** – responsible for overall management and operation of a prison facility.

**Work Release** – a level of reduced custody for the purpose of obtaining and working at gainful employment; inmates reside at a NHDOC Community Corrections Center or County House of Correction with restrictions on activity beyond the facility.

*NAMES AND NOTES*

REV. JANUARY 2001